



2005 Governor's Older Worker and Exemplary Employer Awards Reference Form

(_____) Name _____) employed at (_____) Company is being considered for an
Older Worker Award in the following category:

- Private, For Profit Business/Organization Public Sector Agency or Organization
 Private, Non-Profit Business/Organization Self-Employed

A. Rating Criteria for Nominee's Job Performance

The selection panel is looking for nominees whose performance on the job **far exceeds normal expectations.**

1. The nominee has demonstrated excellence and/or leadership on the job in each of the following attributes:
 - Ability to produce quality work results
 - Experience
 - Personal excellence (Examples might include: integrity, honesty, humor, and initiative)
 - Coworker relationships
 - Dependability
2. There was a specific example of exceptional job performance that occurred during calendar year 2004.
3. It made good business sense to hire the nominee.
4. The nominee received a community or work-related award or commendation.

B. Reference Information

After reviewing criteria specific to this award, please answer the following questions about the candidate to the best of your ability. When addressing reference information items 1 through 4, please provide supporting information on 8½" x 11" white paper (no more than two pages total) and submit with the Reference Form.

- 1) Please describe your relationship to the nominee (e.g., supervisor, coworker, client, volunteer organization, etc.)
- 2) How long have you known the nominee?
- 3) What, in your opinion, makes him or her an outstanding choice for the award under consideration? (Please consider award criteria in your answer while also detailing the candidate's attributes. If you require more space, you may supply an attachment.)
- 4) Considering the award criteria, is there any reason that you know of that could make the candidate ineligible to receive an honor in this category?

C. Reference Contact Information

First Name	Last Name	Title
Street Address (_____)	City/State	9-Digit Zip Code
Telephone	E-mail Address	